

BLT: Basic Lesson Plan for Technology

Application	Date Completed	Objective	TA TEKS
Fall Semester			
Word English Language Arts			1abefh, 2ac, 3b, 4a, 6c, 7aj, 8ce
Slide Show Social Studies			1abdf, 2abcd, 3bcde, 4ab, 5abc, 7adefj, 8ade, 10ad, 11ab
Database Science			1abcef, 2a, 3b, 4a, 5c, 7cj, 8cde, 10b, 12a
Spreadsheet Math			1abef, 2a, 3b, 5c, 7bj, 8e, 10ce
Spring Semester*			
Word English Language Arts			1abefh, 2ac, 3b, 4a, 6c, 7aj, 8ce
Multimedia Social Studies			1abdf, 2abcd, 3bcde, 4ab, 5abc, 7adefj, 8ade, 10ad, 11ab
Database Science			1abcef, 2a, 3b, 4a, 5c, 7cj, 8cde, 10b, 12a
Spreadsheet Math			1abef, 2a, 3b, 5c, 7bj, 8e, 10ce
Other			
Electives			

Highlighted TA TEKS have been taught through lessons documented on the front of this sheet. Teachers are responsible for covering any remaining TEKS.

Foundations		Information Acquisition	
Demonstrates knowledge and appropriate use of hardware components, software programs, and their connections. 1A Demonstrate knowledge and appropriate use of operating systems, software applications, and communication and networking components 1B Compare, contrast and appropriately use various input, processing, output, and primary/secondary storage devices 1C Demonstrate the ability to select and use software for a defined task according to quality, appropriateness, effectiveness, and efficiency 1D Delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file formats and cross platform connectivity 1E Uses technology terminology appropriate to the task 1F Perform software application functions including, but not limited to opening an application program and creating, modifying, printing, and saving documents 1G Explain the difference between analog and digital technology systems and give examples of each 1H Use terminology related to the Internet appropriately including, but not limited to, electronic mail (e-mail), Uniform Resource Locators (URLs), electronic bookmarks, local area networks (LANs), wide area networks (WANs), World Wide Web (WWW) page, and HyperText Markup Language (HTML) 1I Compare and contrast: LANs, WANs, Internet, and Intranet	Uses data input skills appropriate to the task. 2A Demonstrate proficiency in the use of a variety of input devices such as mouse/trackball, keyboard, microphone, digital camera, printer, scanner, disk/diskette, modem, CD-ROM, or joystick 2B Demonstrate keyboarding proficiency in technique and posture while building speed 2C Uses digital keyboarding standards for data input such as one space after punctuation, em/en dashes and smart quotation marks 2D Develop strategies for capturing digital files while conserving memory and retaining image quality Complies with laws and examines issues regarding use of technology in society. 3A Discuss copyright laws/issues and model ethical acquisition and use of digital information, citing sources using established methods 3B Demonstrate proper etiquette and knowledge of acceptable use while in an individual classroom, lab, or on the Internet and intranet 3C Describe consequences regarding copyright violations, including but not limited to, hacking, piracy, intentional virus setting, and invasion of privacy 3D Identify the impact of technology applications on society through research, interviews, and personal observation 3E Understand relevancy of technology to future careers, life-long learning, and daily living for individuals of all ages	Uses a variety of strategies to acquire information from electronic resources, with appropriate supervision. 4A Use strategies to locate and acquire desired information on LANs and WANs, including Internet, intranet, and collaborative software 4B Apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies Acquires electronic information in variety of formats, with appropriate supervision. 5A Identify, create and use files in various formats, such as text, bitmapped/vector graphics, image, video, and audio files 5B Demonstrate the ability to access, operate, and manipulate information from secondary storage and remote devices including CD-ROM/laser discs and on-line catalogs 5C Use on-line help and other documentation	Evaluates acquired electronic information. 6A Determine and employ methods to evaluate the electronic information for accuracy and validity 6B Resolve information conflicts and validate information through accessing, researching, and comparing data 6C Demonstrate the ability to identify the source, location, media type, relevancy, and content validity of available information



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Uses appropriate computer-based productivity tools to create and modify solutions to problems. 7A Plan, create, and edit documents created with a word processor using readable fonts, alignment, page setup, tabs, and ruler settings 7B Create and edit spreadsheet using all data types, formulas and functions, and chart information 7C Plan, create and edit databases by defining fields, entering data, and designing layouts appropriate for reporting 7D Demonstrate proficiency in use of multimedia authoring programs by creating linear or nonlinear projects incorporating text, audio, video, and graphics 7E Create a document using desktop publishing techniques including, but not limited to, the creation of multi-column or multi-section documents with a variety of text-wrapped frame formats 7F Differentiate between and demonstrate appropriate use of a variety of graphic tools found in draw and paint applications 7G Integrate two or more productivity tools into a document including, but not limited to, tables, charts and graphs, graphics from paint or draw programs, and mail merge 7H Use interactive virtual environments, appropriate to level, such as virtual reality or simulations 7I Use technical writing strategies to create products such as a technical instruction guide 7J Use foundation and enrichment curricula in the creation of products	Uses research skills and electronic communication, with appropriate supervision, to create new knowledge. 8A Participate with electronic communities as a learner, initiator, contributor, and teacher/mentor 8B Complete tasks using technological collaboration such as sharing information through on-line communications 8C Use groupware, collaborative software, and productivity tools to create products 8D Use technology in self-directed activities by sharing products for defined audiences 8E Integrate acquired technology application skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula Uses technology applications to facilitate evaluation of work, both process and product. 9A Design and implement procedures to track trends, set timelines and review/evaluate progress for continual improvement in process and product 9B Resolve information conflicts and validate information through research and comparison of data	Formats digital information for appropriate and effective communication. 10A Use productivity tools to create effective document files for defined audiences such as slide shows, posters, multimedia presentations, newsletters, brochures, or reports 10B Demonstrate use of a variety of layouts in a database to communicate information appropriately including horizontal and vertical layouts 10C Create a variety of spreadsheet layouts containing descriptive labels and page settings 10D Demonstrate appropriate use of fonts, styles, and sizes, as well as effective use of graphics and page design to effectively communicate 10E Match the chart style to the data when creating and labeling charts Delivers the product electronically in a variety of media, with appropriate supervision. 11A Publish information in a variety of ways including, but not limited to, printed copy, monitor display, Internet documents, and video 11B Design and create interdisciplinary multimedia presentations for defined audiences including audio, video, text, and graphics 11C Use telecommunication tools for publishing such as Internet browsers, video conferencing, or distance learning	Uses technology applications to facilitate evaluation of communication, both process and product. 12A Design and implement procedures to track trends, set timelines, and review and evaluate the product using technology tools such as database managers, daily/monthly planners, and project management tools 12B Determine and employ technology specifications to evaluate projects for design, content delivery, purpose, and audience, demonstrating that process and product can be evaluated using established criteria or rubrics 12C Select representative products to be collected and stored in an electronic evaluation tool 12D Evaluate the product for relevance to the assignment or task
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